

MONTANA STATE HOSPITAL MENTAL HEALTH CENTER POLICY AND PROCEDURE

USE OF STUDENTS, INTERNS, AND VOLUNTEERS

Effective Date: January 10, 2003 Policy #: TCU-10

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- **I. PURPOSE:** To establish the role of students, interns, and volunteers on the Transitional Care Units (TCUs).
- **II. POLICY:** Students, interns, and volunteers will not provide services on the Transitional Care Units.

III. DEFINITIONS:

- A. Students: Person enrolled in higher education program.
- B. <u>Interns</u>: Person completing a specific element of a course of study that includes an experiential learning component under the supervision of a qualified

individual.

C. <u>Volunteers</u>: Person providing a noncompulsory, unpaid service for the institution.

IV. RESPONSIBILITIES:

- A. The <u>Team Leader</u> is responsible to assure that students, interns, or volunteers will not be utilized on the TCU.
- V. **PROCEDURE:** None
- **VI. REFERENCES:** Administrative Rules of Montana -- 37.106.1907, Mental Health Center: Organizational Structure.
- **VII. COLLABORATED WITH:** Director of Human Resources, Director of Quality Improvement, and Team Leaders.
- **VIII. RESCISSIONS:** Policy #TCU-10-99-N, *Transitional Care Unit Use of Students*, Interns, and Volunteers dated June 15, 1999.
- **IX. DISTRIBUTION:** TCU Policy and Procedure Manuals
- X. REVIEW AND REISSUE DATE: January 2006

Montana State Hospital Mental Health Center Policy and Procedure

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| XI. | FOLLOW-UP RESPO | ONSIBILITY: RN | Supervisors of the Montana | State Hospital |
| XII. | ATTACHMENTS: None | | | |
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| Ed Amberg Hospital Administrator | | Date | Thomas Gray, MD Medical Director | Date |